

JOB INFORMATION

Effective Date	10/19/2021
Job Code:	2295
Job Title:	Director of Student Relations
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Advising
Job Summary	The Director of Student Relations is responsible for the Office of Academic Advising, which is, by far, the largest section of the Associate Dean’s Office; the Office of State Assessments and the School of Education (SoE) Success Through Education Programs (STEP). The Director has total responsibility for the budgets of the areas under his/her supervision. The Director is responsible for the overall student affairs in the SoE, including academic advising; information sessions; communication with students regarding application, admission decisions, and degree and program plans; developing degree/certification plans; overseeing publication of the educator; participating in multiple advising-related activities such as developing special programs; serving on school and university committees; and responsibility for matters related to alumni, student recruitment and program marketing as directed by the Associate Dean.

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Master's Degree	in education, student development, counseling or related field and three years recent higher education experience OR equivalent combination of education and experience	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Minimum of five years of recent Higher Education experience.	Required	
Less than 3 yrs	Experience in a University setting with Supervisory and Budgeting assignments.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Knowledge of counseling, advising and student development theories. Knowledge of degree/certification programs and requirements. 	
<ul style="list-style-type: none"> Strong interpersonal skills. Ability to negotiate, problem-solve, and interact with persons of varied backgrounds. Ability to supervise professional and support staff. 	
<ul style="list-style-type: none"> Ability to develop accurate, professional written materials. 	
<ul style="list-style-type: none"> Ability to assimilate large amounts of information and recall this information quickly and accurately. 	
<ul style="list-style-type: none"> Ability to manage budgets. 	
<ul style="list-style-type: none"> Ability to coordinate the development and implementation of programs. Ability to handle numerous detailed tasks with frequent interruptions. 	
<ul style="list-style-type: none"> Excellent oral and written communication skills in English. 	
<ul style="list-style-type: none"> Word processing proficiency. 	

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Direct the activities of the Office of Academic Advising, Office of State Assessments, and the SoE STEP programs 	60%
<ul style="list-style-type: none"> Responsible for all planning, assessment, marketing, and recruitment for the sections under his/her direction 	10%
<ul style="list-style-type: none"> Responsible for all personnel decisions relating to hiring, discipline, terminations, and pay 	5%
<ul style="list-style-type: none"> Responsible for the budget of the sections under his/her direction 	5%
<ul style="list-style-type: none"> Advise students 	5%
<ul style="list-style-type: none"> Prepare degree/certification plans 	5%
<ul style="list-style-type: none"> Serve on School and University committees 	5%
<ul style="list-style-type: none"> SoE PeopleSoft liaison 	5%
<ul style="list-style-type: none"> Coordinator SoE registration procedures 	0%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	No
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description